



Position Description

DIVISION CHIEF

DEFINITION

Plans, assigns, and directs both emergency and non-emergency activities of all platoon activities (including command at emergency response scenes) to meet the goals and objectives of the Fire Department Plans, organizes, and directs the activities and programs of a division within the Fire Department; provides administrative support for overall department operations, provides Divisional budget management, provides community outreach and public relations; and performs related work as required.

SUPERVISION RECEIVED

Receives general supervision from the Fire Chief.

SUPERVISION EXERCISED

Exercises direct supervision over Fire Captains and other department staff.

DISTINGUISHING CHARACTERISTICS

This class serves as a Manager for a division within the department, such as Fire Prevention, Training, and Administration. Responsibilities also include lateral authority needed for coordination of divisional programs. The Fire Chief will have authority to assign or rotate a Division Chief's area of assignment. This is an Fair Labor Standard Act (FLSA) exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

Duties may include, but are not limited to the following:

Assists in the development and implementation of policies, rules and regulations pertaining to fire suppression, prevention, training, Disaster Preparedness and emergency services operations.

Plans, directs, and coordinates personnel engaged in emergency activities, prevention, training, and public education efforts.

Administers a variety of management programs throughout the department, including acting as the departmental training officer, fire marshal, operations officer, budget officer and personnel, equipment, facilities, and grounds maintenance coordinator.

Assists in the development and administration of the budget for the assigned Division of the department.

Acts as Fire Department Duty Officer on a regularly scheduled basis.

May serve as Acting Fire Chief when designated.

Advises, and otherwise provides assistance and technical support to the Fire Chief, City Manager, and other City Personnel, and the public concerning fire and emergency services issues.

May provide a records management system for the assigned division.

May be expected to provide Career Development tracks for employee development.

Coordinates Inspection Program responsibilities throughout the department and community.

Coordinates Fire Investigation responsibilities with fire personnel and other agencies.

Coordinates Buildings and Grounds maintenance programs.

Coordinates personnel evaluations and discipline procedures.

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable laws, ordinances, departmental standard operating procedures and regulations; principles and practices of supervision training and personnel management; applicable Federal, State and local laws and ordinances and fire safety standards.

Ability to:

Train and supervise subordinate personnel; communicate effectively orally and in writing; exercise sound judgment in evaluating situations and in making decisions; effectively give and receive verbal and written instructions; meet with architects, engineers, contractors, and others to effectively implement the City's fire prevention expectations.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a four-year degree in fire science, business administration, general education, public administration, or a closely related field.

Ten years of increasing responsible municipal fire suppression and prevention experience, including at least four years command experience comparable to the Fire Captains level in the San Bruno Fire Department.

Fire Officers certification from the California State Board of Fire Services; Chief Officer certification is highly desirable.

Fire Prevention Officer and the equivalent to Master Instructor certification from the California State Board of Fire Services are also highly desirable.

SPECIAL REQUIREMENTS

Possession of or ability to obtain and maintain a valid Class C, with Firefighter A or B Endorsement.

TOOLS AND EQUIPMENT USED

On a daily basis: radio, pager, personal computer, phone, and motor vehicle. Knowledge of and limited use of: Fire apparatus, pumps, hose, ladders, and other standard firefighting and emergency medical equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk and hear; stand; walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds and rarely lift and/or move up to 150 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office environment, but may be performed outdoors depending on assignment. Incumbents may be exposed to dangerous conditions from fires, hazardous chemicals or materials.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background investigation, reference check; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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